



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #48/99**

December 20, 1999

TO: Department Directors  
Division Administrators

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: REVISION OF CLASSIFIED COMPENSATION SCHEDULES

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The Governor and the Personnel Commission have approved a revision to the compensation schedules for classified State employees which removes the even numbered steps, therefore, reducing the number of steps from 15 half-steps to 8 steps for each pay grade. This change will become effective January 1, 2000.

The steps for all employees, except those at step 1, will be converted in accordance with the attached chart which depicts the reduction from 15 steps to 8 steps. Employees who are currently allocated to even numbered steps on the old compensation schedules will be moved upward one half step in converting to the new 8-step schedules. This will be handled automatically by the payroll system and will be reflected on the paycheck these employees receive on January 21, 2000. A list of employees in your agency (if any) receiving the half-step adjustment is enclosed. A memorandum has been sent to affected employees through your payroll clerk advising them of this change.

Also enclosed are copies of the classified compensation schedules applicable to your agency. This information is also being provided in quantity to the person in your agency who is designated to receive and distribute it. If you have questions regarding this change, please contact Phil Hauck at 684-0130.

JG:cp

Enclosures

cc: Agency Personnel Liaison  
Agency Personnel Representative  
Payroll Clerks